

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

28-05

5/6/05

PREVENTION OF SEXUAL HARASSMENT POLICY STATEMENT

This notice reminds employees that sexual harassment, in any form, is inappropriate and unacceptable conduct that FSIS will not tolerate. Sexual harassment is illegal, unwelcome, deliberate or repeated behavior of a sexual nature that:

- Undermines workplace relationships.
- Interferes with productivity, and threatens employees' mental, emotional, and physical well-being.
- Violates **Title VII of the Civil Rights Act of 1964**, as amended, which prohibits discrimination on the basis of sex.

Sexual harassment occurs under various circumstances. The victim or the harasser may be a woman or man, and may be the same or opposite sex. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when they:

- Become a condition or term of employment.
- Interfere with the employee's work performance.
- Create an intimidating, hostile, or offensive work environment.

Inappropriate conduct includes verbal and non-verbal communication, as well as physical contact including, but not limited to:

- Sexual gestures or comments, such as slurs, jokes, suggestions, or conversations containing sexually explicit comments.
- Unwelcome sexual flirtation or advances.
- Repeated requests for dates, sexual favors, or requests for sexual activity in exchange for favorable treatment or continued employment.
- Inappropriate materials with sexual connotations, such as posters, magazines, cartoons, or screen savers.
- Inappropriate contact, such as unnecessary, unwanted, or unsolicited touching, patting, pinching, hugging, grabbing, cornering, or repeated brushing against someone's body.

DISTRIBUTION:
All Employees

NOTICE EXPIRES:
May 1, 2006

OPI:
CRD – Program Planning, Analysis
and Compliance Branch

Sexual harassment is not limited to the included parties' perceptions. Anyone who is offended by the inappropriate behavior is affected. Sexual harassment negatively affects morale, motivation, and job performance, and can result in increased absenteeism, turnover, inefficiency, and loss of productivity.

Managers and supervisors must ensure a discrimination-free workplace, and may receive disciplinary or adverse action for tolerating sexual harassment and failing to take appropriate and immediate action on reports of sexual harassment. Employees (including supervisors and managers) engaging in sexual harassment may be demoted, suspended, or removed from Federal service.

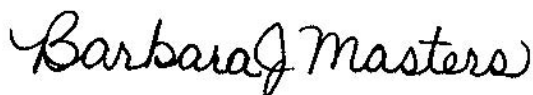
Front-line supervisors and plant managers are responsible for their employees' conduct, and should address situations to eliminate sexual harassment among their employees. In-plant supervisors must immediately address allegations from plant management regarding FSIS employees sexually harassing plant employees, or vice versa.

Post this notice in prominent locations at all FSIS-controlled worksites as a continual reminder that sexual harassment is not tolerated or condoned in the workplace. All employees, including contractors, FSIS-regulated industry personnel and others performing official work for the Agency must fully support this policy.

Employees who believe they have been sexually harassed should seek advice and counsel from supervisors, the Federal Women's Program Manager, EEO Counselors, or the Director, Civil Rights Division.

For more information, or training and videotapes on preventing sexual harassment, contact the Civil Rights Division at:

Telephone: 1-800-269-6912 (Toll-free)
301-504-7756 (Voice and TDD)
Website: www.fsis.usda.gov/OM/CRD/toc.htm



Acting Administrator